

**ONBOARD
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4800; DSN 853-4800
WEBSITE: <http://dema.az.gov/>**

**TITLE 5 EXCEPTED
VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 18- 404T OPENING DATE: 5 August 2018 CLOSING DATE: 10 August 2018

**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:
IT SPECIALIST (DATAMGT), GS2210-11, T5244000**

KNOWN PROMOTION POTENTIAL: NONE

**SALARY RANGE:
\$59,339.00-\$77,138.00 PA**

**SUPERVISORY ☐ MANAGERIAL ☐
NON-SUPERVISORY/NON-MANAGERIAL ☒**

LOCATION OF POSITION:

United States Property and Fiscal Office, PHOENIX, AZ

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed, postmarked no later than the closing date. The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

AREA OF CONSIDERATION: This is a National Guard Title 5 Excepted Service position and is **Open to onboard T32 and T5 AZNG Employees I** individual selected will receive an Permanent Appointment after completion of a one year trial period.

INSTRUCTIONS FOR APPLYING: Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants MUST submit a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612.

VETERAN'S PREFERENCE:

In accordance with 5 CFR §335.106, Veteran's Preference will be considered for vacancies under merit promotion when an agency accepts applications from individuals outside its own workforce.

REQUIRED DOCUMENTATION:

Eligible veterans must claim their veterans' preference on their resume and during the application process for federal positions using the proper documentation. To receive the 5 point preference (TP) rating the individual must provide member copy 4 of their Certificate of Release or Discharge from Active Duty (DD 214) for verification. To receive the 10 point preference the Application for 10-Point Veterans Preference form (SF-15) must accompany application and additional documentation detailing characterization of service.

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be

evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

EDUCATION:

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

CONDITIONS OF EMPLOYMENT:

- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

REASONABLE ACCOMMODATION POLICY:

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.

An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.

An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about disability employment and reasonable accommodations or how to contact an agency.

Relocation Incentive may be offered:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
PCS may be offered:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

1. Knowledge of a wide range of standards, principles, concepts, methods, policies, system testing principles and methods, and authorized system approaches pertinent to database management.
2. Skill in analyzing organization's data needs to identify, develop and implement the best database management system that provides the most effective support for the organization.
3. Knowledge of the automated IT equipment available and needed to implement new or changed features of the involved systems.

4. Knowledge of state-of-the-art information technologies pertaining to data management and knowledge of the characteristics of the organizations existing data requirements, new or changed data needs, and sources of data to conduct studies covering a myriad of interrelated data management considerations.

5. Knowledge of IT resources and infrastructure including automated systems, IT equipment and software, system technology, provisions and requirements of a variety of standardized administrative and technical database systems. Applies this knowledge in serving as a technical expert concerning the application, implementation, and maintenance of the organizations automated database system and the resolution of associated system problems.

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

SPECIALIZED EXPERIENCE: Must have 36 months experience, education, or training that approaches techniques and requirements appropriate to an assigned computer applications area or computer specialty area in an organization. Experience planning the sequence of actions necessary to accomplish the assignment where this entailed coordination with others outside the organizational unit and development of project controls. Experience that required adaptations of guidelines or precedents to meet the needs of the assignment. Experience preparing documentation on cost/benefit studies where is involved summarizing the material and organizing it in a logical fashion.

BRIEF JOB DESCRIPTION: This position is located in an information management organization. Its purpose is to serve as a technical expert for database administration in the state. Administers multiple relational database management systems (RDBMS) and software packages residing on multiple hardware and software platforms. Provides assistance, advice and guidance to organizational users, both in the administrative and technical areas, concerning the use of the multiple database management systems available for use.-Using software-engineering techniques, designs new applications that enhance existing systems. Closely coordinates with the applications' owning agency personnel to ensure NGB and state compatibility and to recommend priorities for systems development and implementation. Responsible for the management of quality assurance and system efficiency functions of assigned RDBMS systems by enforcing the prescribed RDBMS. Reviews and implements security provisions to ensure authorized access and integrity of the RDBMS. Ensures the application of information security/information assurance policies, principles, and practices in the conduct and oversight of RDBMS, policy, and planning functions. Implements the policy for the use of the data and any access constraints applying to exclusive or shared file usage (in which system deadlock might occur). Develops and reviews the administration of file membership roles, file purge roles, file back-up procedures, and audit procedures.

SELECTING OFFICIAL: Mr. Robert Allen
